

Lewis County Chemical Dependency - Mental Health – Therapeutic Courts Sales & Use Tax Advisory Board

Request for Proposals

Chemical Dependency and Mental Health Treatment, Support Services and Case
Management for High Utilizers of the Lewis County Justice System

Lewis County Chemical Dependency - Mental Health – Therapeutic Courts
(CD-MH-TC) Sales & Use Tax Advisory Board
351 NW North Street, Chehalis WA 98532

Request for Proposals (RFP)

Chemical Dependency and Mental Health Treatment, Support Services and Case Management for High Utilizers of the Lewis County Justice System

For the purpose of this RFP, the Lewis County CD-MH-TC Sales Tax Advisory Board is seeking public, non-profit, for profit, and private contractors to submit proposals to provide one or more of the following priority services for adults identified as “High Utilizers” of the law & justice system and other community resources:

1. Chemical Dependency Treatment
2. Mental Health Treatment
3. Support services, including case management

The total amount to be awarded for this RFP will not exceed **\$150,000.00**.

High Utilizers are identified as adults who, due to their untreated chemical dependency, mental health issues, and lack of social supports chronically cycle through the community justice and health systems. Projects should be designed to improve the health, stability, and welfare of high utilizers, thereby lessening the burden to the county and city resources. (Examples could include jail diversion programs, intensive case-management, etc.)

Applicants may submit proposals that address one or more of the priority services listed above. The BOCC may select one or more contractors to provide any or all of the above services. Multi-agency collaborations will be given preference.

I. Information Forum

- A. An information forum will be held on **Thursday, February 23, 2012**. The forum will showcase best-practice programs, provide background information on the Request for Proposals (RFP), respond to questions of potential applicants, and provide an opportunity to network.
- B. Location: Sheriff's Training Room
345 West Main St.
Chehalis, WA 98532
Law & Justice Building, First floor

- C. Time: 3:00 p.m. – 5:00 p.m.
- D. Who should attend: Individuals interested in responding to the RFP- attendance is not required but recommended.
- E. Written inquiries regarding RFP content and process may be submitted and must be received by at least 5 days prior to the Information Forum. Written inquiries should be submitted to:

Lewis County Public Health & Social Services

Attn: Carolyn Price

360 NW North Street, MS:HSD02

Chehalis WA 98532

or

carolyn.price@lewiscountywa.gov

Inquiries must be received no later than **Friday, February 17, 2012** at 4:00 p.m.
No written questions will be accepted at the forum.

II. Applications

- A. Any party, public or private, may apply to provide services under this proposal, provided it can meet the requirements set forth.
- B. Applicants should outline partnerships they expect to rely upon. Letters of collaborative relationships are encouraged.
- C. Applications must not exceed seven (7) pages. Attachments may be included in addition to the seven (7) pages.
- D. Applications must include the following information:
 - 1. Organizational Information
 - 2. Name of the organization principal(s)
 - 3. Brief description of the organization's experience and qualifications
 - 4. Contact name, phone number, and email address
 - 5. Names of management staff
 - 6. Physical and mailing addresses
 - 7. Washington State Business License number
 - 8. Show that applicant has staff with appropriate licensure
 - 9. Show that applicant uses appropriate data collection systems since these are public dollars. As an example:
 - i. Chemical Dependency: TARGET
 - ii. Homelessness: HMIS

E. Project Information:

1. The priority service(s) which is to be addressed (may be one or more)
2. A detailed budget
3. Estimate the level of services to be provided and the number of high utilizers that will receive service
4. A description of the community benefit to be achieved
5. A measurable evaluation component

F. Project Description Narrative (limit 2 pages) to include:

1. Overview of project
2. Description of the readiness of the organization to perform the work, including demonstration of past performance
3. Description of the treatment philosophy and/or model of care that will be used, including the manner in which co-occurring disorders will be addressed
4. Description of how the project will provide client-centered services and how a focus on recovery will be incorporated
5. Description of the capacity to collect and analyze information to demonstrate performance over time and describe experience in quality management.

G. Projects should be:

1. Evidence based;
2. Research based;
3. Emerging best practices; or
4. Promising best practices; and
5. Culturally sensitive
6. Innovative practices will be considered

H. Other Guidelines:

1. Expenditures for capital improvements may not be permitted
2. Expenditures for administrative overhead shall be limited
3. Contractual relationships will be favored over permanent full time employees (FTEs)
4. Applications are due by 4:30 p.m. on **Thursday, May 17, 2012.**
 - i. Nine (9) hard copies must be received at the following address no later than 4:30 p.m. on **Thursday, May 17, 2012:**

***Lewis County Public Health & Social Services
Attn: Carolyn Price
360 NW North Street, MS:HSD02
Chehalis WA 98532***

- ii. One (1) electronic copy must be received by email no later than 4:30 p.m. on **Thursday, May 17, 2012**. The electronic copy is to be sent to the following email address:

carolyn.price@lewiscountywa.gov

- iii. Any proposals received after 4:30 p.m. on **Thursday, May 17, 2012** will not be reviewed or considered.
 - iv. All proposals submitted become the property of the County and will not be returned or retained. It is understood and agreed that the Applicant's claim no property rights to the ideas contained therein. After an award is made the only proposal that becomes public information is the proposal that is funded.
- 5. Recommendations from the Advisory Board to the Board of County Commissioners are expected to be complete on or about **Thursday, June 14, 2012**.
 - 6. Notification to applicants that will receive funding will be made no later than **Friday, July 20, 2012**.
 - 7. Contracts are expected to begin on or about **September 10, 2012**.
 - i. Startup activities that require funding from this source must be detailed in applications.
 - ii. Contracts will be **twelve (12)** months in duration.
 - iii. Continuation of funding is contingent upon proven effectiveness as demonstrated through evaluation mechanisms and funding availability.

III. Decision Making Process

- A. Applications will be reviewed by a committee made up of the CD-MH-TC Sales Tax Advisory Board members and may include invited guests. The committee will be made up of individuals knowledgeable on the topics of substance abuse and mental health issues and co-occurring disorders.
- B. Applicants of selected proposals will be required to make oral presentations to the committee during a public meeting. Oral presentations are tentatively scheduled for **Tuesday, June 5, 2012**.
- C. The Advisory Board members will make recommendations for awards to the Lewis County Board of County Commissioners (BOCC). The BOCC makes the final funding determinations.
- D. Lewis County, in its sole judgment, reserves the right to determine which proposals best meet the County's needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.

Attachment A

Timeline

Release of RFP	January 25, 2012
Written questions due by mail or email	February 17, 2012: 4pm
Informational Forum	February 23, 2012
Applications due (9 paper copies) (1 electronic copy)	May 17, 2012: 4:30 pm May 17, 2012, 4:30 pm
Oral presentations	June 5, 2012
Recommendations to BOCC	June 14, 2012
Notification of funding to applicants	July 20, 2012
Contracts to start by	September 10, 2012

Submit paper copies to:

Lewis County Public Health & Social Services
Attn: Carolyn Price
360 NW North Street, MS:HSD02
Chehalis WA 98532

Submit electronic copies to:

carolyn.price@lewiscountywa.gov

Attachment B

Evaluation Criteria

1. Statement of need (20%)

- a. Describe the target population, as well as the geographic locations to be served. Include the numbers to be served and demographic information.
- b. Document the gaps and need for a chemical dependency/mental health/co-occurring treatment program
- c. Show that the identified needs are consistent with the Advisory Board's Mission Statement.

2. Detailed description of the proposed program approach (40%)

- a. Clearly state the purpose, goals and objectives of your proposed project and how it addresses the target population and the geographic area being served.
- b. Describe the proposed project and cite the evidence base to support it.
- c. Identify any other organizations that will participate in the proposed project. Describe their roles and responsibilities and demonstrate their commitment/collaboration to the project. Include letters of commitment/collaboration from the community organizations supporting the project in the attachments.
- d. Identify any other funding revenue that will be used to support the proposed project.
- e. Provide a detailed proposed program budget.
- f. Describe your plan to ensure project sustainability if or when funding from this source ends.

3. Staff and organizational experience (15%)

- a. Discuss the capability and experience of the applicant organization.
- b. Provide a list of staff who will participate in the project, showing the role of each, the level of staffing and qualifications.
- c. Describe the resources available for the proposed project (e.g., facilities, equipment), and provide evidence that services will be provided in a location that is adequate, accessible and compliant with the Americans with Disabilities Act (ADA), and amenable to the target population.

4. Evaluation methods to be used to determine project success and efficiencies (25%)

- a. Describe the desired outcome and performance measures.
- b. Discuss the plans for data collection and reporting.
- c. Describe how data will be used to improve the project in the future.

Lewis County Chemical Dependency - Mental Health – Therapeutic Courts (CD-MH-TC) Sales & Use Tax Strategic Plan

Board of County Commissioners (BOCC) Statement

After hearing the citizens speak on how the lack of access to treatment for chemical dependency and mental health issues affect themselves and their families, the BOCC passed the sales and use tax to support treatment programs and therapeutic courts. The BOCC then created an advisory board to develop a process to receive and review proposals for various programs and make recommendations on how to best use the tax funds. The BOCC supports this Strategic Plan and the work being performed by the advisory board. We anticipate being able to fund programs, which will effectively address the lack of treatment access, in the near future.

Executive Summary

The CD – MH – TC “Project” will utilize funding as provided through the tax initiative to promote strong community partnerships and linkages to ensure Lewis County is addressing the issues of untreated mental health and substance abuse, and the impact that they have upon our justice system and medical treatment facilities, by increasing access to mental health and substance abuse treatment.

The appointed board will look for specific projects that reduce the incidence and severity of chemical dependency and/or mental illness in Lewis County. These projects will be selected based upon their effectiveness and efficiency in diverting targeted individuals from costly intervention and involvement with the justice system and long term medical and mental health care. They will select projects for funding and make recommendation to the BOCC.

The BOCC will make the final determination and authorize funding for the projects submitted by the CD-MH-TC Board. Their final selection will be based upon what is considered to be effective use of taxpayer dollars in promoting chemical dependency treatment, mental health treatment and therapeutic court programs for the purpose of improving the health and welfare of the citizens of Lewis County

Mission

The mission of the CD-MH-TC Sales Tax Advisory Board is to:

Prioritize, advise and facilitate the efficient and effective use of taxpayer dollars in promoting treatment for chemical dependency and mental health and operation of therapeutic court programs for the purpose of improving the health and welfare of the citizens of Lewis County.

Strategic Themes

The following strategic treatment themes will be referred to in meeting the desired outcome as listed in the executive summary above:

- **Chemical Dependency** – Chemical dependency and its effects upon the individual, their family and society are devastating and directly tied to the health and welfare of the community. The disease is far more complex than the mere abuse of and dependency on mood-altering chemicals and recovery is far more complex than just becoming abstinent. Reducing the numbers of people who are affected by chemical dependency is directly correlated with a decrease in crime, medical treatment and mental health issues within our community.
- **Mental Health** – Access to mental health care is critical to a healthy community. It is estimated that 1 in 5 Washington residents will experience mental illness in a given year. In Lewis County that would translate to roughly 16,000 people in a year. With these significant numbers we are also experiencing a decrease in resources to adequately help and serve this population. With proper mental health treatment including prevention and early intervention we can reduce the impact upon our justice system and our community.
- **Therapeutic Courts** – Therapeutic Courts are court supervised treatment programs designed to treat addicted individuals to give them the tools they need to change their lives. Therapeutic Courts reduce recidivism, substance abuse, and child abuse and neglect, improve family relationships, and increase earning potential for participants. Therapeutic Courts are comprised of a multi-disciplinary team, including chemical dependency and mental health professionals, which adheres to the fidelity of the therapeutic court model. Most individuals participating in a therapeutic court program suffer from co-occurring chemical dependency and mental health disorders.

Strategic Goals

Professionals within their field of expertise will develop goals for each of the following strategic themes. Agencies that submit proposals for the use of the sales tax funds will build their projects/programs around these specific goals

1. Chemical Dependency
 - Goal #1: Increase access to treatment and support services that promote recovery for adults and youth for residents that do not qualify for other funding sources

- Goal #2: Provide services to individuals who present for treatment with a diagnosis of abuse as an early intervention strategy to reduce the long-term cost of providing services at a higher level
- Goal #3: Promote engagement in treatment and recovery services by utilizing a best practice model that removes barriers that prevent individuals from being successful in treatment and recovery
- Goal #4: Provide education, screening, referral and brief intervention services in the community. (Emergency room, Jail, Medical Facilities etc.)

2. Mental Health

- Goal #1: Increase access and continuity in treatment and support services for families and individuals regardless of ability to pay.
- Goal #2: Reduce inappropriate use of county, municipal, and community resources by individuals who have co-occurring mental health and chemical dependency issues.
- Goal #3: Improve quality of treatment and support services by utilizing best practice models to create innovative programs.

3. Therapeutic Courts

- Goal #1: Implement therapeutic courts that adhere to the key components.
- Goal #2: Reduce substance abuse and promote long term recovery among participants in therapeutic courts.
- Goal #3: Reduce future involvement in the court system.
- Goal #4: Improve permanency placement process for children in Family Dependency Treatment Court.